


Department of The Army
First Region (ROTC)
US Army Cadet Command
Fort Bragg, NC, 28307-5000

FRMOI 725-50
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Requisition and Issue of Supplies and Equipment

EXPENDABLE SUPPLIES

FOR THE COMMANDER:


GEOFFREY G. PROSCH
COL, IN
Chief of Staff

PROPONENT: The proponent of this publication is Logistics Branch, First Region (ROTC), US Army Cadet Command. Comments or suggested improvements should be sent directly to Headquarters, First Region (ROTC), US Army Cadet Command, ATTN: ATOA-RML, Fort Bragg, North Carolina 28307-5000.

DISTRIBUTION: Distribution is determined by the proponent. Distribution codes used are explained in FRMOI 25-1.

SUPERSESSSION: This is a new publication.

Distribution: A; B

Appendix: A. Using GSA Advantage

1. Purpose. This MOI outlines policies and procedures pertaining to requisitioning of expendable office supplies.

2. Applicability.

a. This MOI is applicable to all offices of Headquarters, First Region (ROTC).

b. Brigade headquarters, senior schools and JROTC units will obtain expendable office supplies in accordance with guidance provided by their supporting installation.

3. General. Division chiefs, special staff officers, and hand receipt holders at Headquarters, First Region (ROTC) will ensure that expendable supplies are maintained and requisitioned in

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accordance with this MOI and that excessive stocks are neither maintained or requisitioned.

4. Policy.

a. Expendable office supplies will be requisitioned by the using office utilizing GSA Advantage procedures on the INTERNET. Guidance on using GSA Advantage is at Appendix A.

b. Offices will not requisition or maintain an excessive stock of expendable supplies. A maximum 30 day stock of required material may be maintained. Requesting office will ensure that material requisitioned is required for mission accomplishment.

c. Offices with excess stock of expendable office supplies will attempt to issue the excess to other offices of the headquarters. If the office still has excess, the Logistics Branch will be contacted for guidance.

d. The procedures contained in this MOI **WILL NOT** be used to requisition non-expendable supplies. Refer to FRMOI 725-51 for procedures for obtaining non-expendable supplies or office supplies not available through GSA Advantage.

5. Procedures.

a. Refer to Appendix A for guidance on using GSA Advantage.

b. Division chiefs, special staff officers, and hand receipt holders at Headquarters, First Region (ROTC) will sign the "Parked Cart" requisition prior to forwarding to Logistics Branch for processing. The requesting office will maintain a suspense copy until final action is completed.

c. The normal processing time from date of forwarding to Logistics Branch until receipt is three weeks. Requisitions should be submitted to ensure receipt prior to office stock becoming exhausted.

d. When emergency requirements warrant priority, delivery will be coordinated with Logistics Branch.

Using GSA Advantage

1. Access GSA Advantage through the World Wide Web at the following address:

www.fss.gsa.gov

2. From the Welcome to the Federal Supply Service Page select **GSA Advantage! On-line Shopping.**

3. At the GSA Advantage On-line Shopping Welcome Page select **Browse without ordering.**

4. At the Choose a Zip Code page enter **28307**. This entry MUST be correct in order to determine shipping charges.

5. From the GSA Advantage On-Line Shopping page select **Simplified Ordering.**

6. At the Simplified Order Form page enter the **NSN** and the **quantity** of the item required. Obtain the NSN from the current GSA Supply Catalog. Review the description to determine the unit of issue and quantity required. Care MUST be exercised when entering the NSN and quantity.

7. After listing the items required click on the **Add/Change Order** bar.

8. The program will complete the following items on the order form.

- a. Pkg
- b. Delivered Price (Days)
- c. Extended Price
- d. NSN/Mgr. Part No.
- e. Color

9. You should also note that the number in the NSN/Reorder block is HYPERTEXT. This will allow you to click on the HYPERTEXTED NSN to get a full description of the item.

10. After completing your requisition click on the **Park Cart** bar.

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11. The program will display a **Parked Cart Form**. Print this form, have the division chief, special staff officer, or hand receipt holder at First Region (ROTC) sign the form and forward the Park Cart Form to Logistics Branch for processing. Retain a copy of the Parked Cart Form to aid in tracking your order.

12. Additional guidance is available on the GSA Advantage On-Line Shopping page at the **Ordering Instructions**. These instructions should be printed and maintained for guidance.